

*CPAK Executive Council Conference Call Meeting Minutes
December 7, 2007*

Present at the meeting: Jonathan Johnson, Angela Taylor, Kenny Quisenberry, Elizabeth Liebschutz, Patrick Noltemeyer, and Bethany Kilgore

Hotel (Michael)

- The conference site is still being worked on; Michael is in talks with Marriott

Programs

- A program list will be sent out mid-January to entice people to come to this year's conference
- Deadline to submit programs is Saturday, Dec. 15th
- Two programs have been received so far

Website: (Kenny)

- No known problems. Is working on updating the job listing page

Registration:

- Have received 4 registrations to date; nothing to worry about at this point since it's really early
- Not a lot of talk going on at NKU that Bethany is aware of about the upcoming conference; Transy is already talking about who is going.

Case Studies:

- Nothing updated on the web; no information received at this point
- Have heard that this is being worked on still

Newsletter:

- Mark working on this; no known updates.

Vendors: (Elizabeth)

- Emailed 10-15 people to sponsor the conference, only had one response (they said no)
- Will talk with David at Murray State since he works closely with vendors and sponsorships at the state (KAHO) and regional level (SEAHO)
- Bethany suggest that Elizabeth contact Bob Brown at Transy since he's done this before
- Patrick suggested we look at amending the sponsorship fee potentially now and in the future to generate interest; Bethany agreed. Once we have a list of viable sponsors year to year, Patrick suggested slowly introducing a sponsorship/vendor fee.

Other Items:

- Telly: Timeline for the conference is created, will send out
 - Will need to talk about how to identify the “secret agent” for their duties on Feb. 29th
 - Working on the quiz too that will go on tables for lunch
 - Dr. Debbie Ford will get something from CPAK around Jan. 18
 - Idea for this year or next year: have a community college track for Deans/Associate Deans of community colleges
- Patrick: next meeting will be in person on Fri. Jan. 18 from 10a-1p. Almost all will be able to attend that date and time. The meeting will be at Jefferson Community and Technical College, hosted again by Telly. He’ll send out information/directions to all via email about this upcoming meeting.
 - Grant sent to ACPA to help cover Dr. Ford’s cost.
- Angela: Dr. Rhodes at Bellarmine wants to host a cocktail hour with VPs on Thursday night (Feb. 28). Dr. Mark Shanley is talking with Dr. Rhodes and helping him coordinate this. Angela will give them information about the social events that are available to all conference attendees.
 - CPAK will provide social events near the hotel location once this is determined
- Dr. Mark Shanley: (Called in after the meeting was over) Sent one CSAO program to present at CPAK. Other folks interested in submitting programs too.